



## Job Announcement

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**Opening Date:** April 17, 2015

**Job Title:** District Court Clerk I/II-Cashier

**PIN:** 001259

**Location:** Baltimore County District Court  
Towson, Maryland

**Closing Date:** May 1, 2015, 2015

**Position Type:** Regular Full-Time

**FLSA Status:** Non-Exempt

**Grade/Salary:** J5 \$28,973 - \$34,289  
J6 \$30,761 - \$36,447

(Depending on Qualifications)

**Essential functions:** Work involves specialized clerical work and cashiering functions involving court proceedings. Provides information and assistance to attorneys and the general public. Operates the cash register to identify and validate all monies received in sufficient detail on the documents for which payment is received. Closes out and balances cash registers at the end of the day and prepares bank statements. Prints and verifies cash register reports daily. Receives, opens, sorts, time stamps and distributes mail to the appropriate section of the court. Performs other clerical duties or complete special assignments as assigned.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Preferred:** Cashiering experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Ability to learn and utilize standard legal forms and documents used in the Maryland District Courts. Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer, cash register, copier, and postage machine. Knowledge of basic arithmetic and to make accurate calculations. Knowledge of basic English grammar with the ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below by 4:30pm on the closing date. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.**